

OGC HAS REVIEWED.

9 February 1948

*via
Legal Division
(Memo of Law)*

MEMORANDUM FOR EXECUTIVE FOR A & M

SUBJECT: C.I.A. Meritorious Suggestion Awards Committee

1. This memorandum is furnished you as a Member of the subject Committee for presentation to the Chairman at an appropriate time to serve as a guide for Committee procedures.

2. The membership of the Committee will be announced in the appropriate administrative instruction and in the discretion of the Members of the Committee they may designate alternates to sit in their behalf.

3. Any civilian officer or employee of C.I.A. is eligible for consideration for an award and any former civilian officer or employee (or his estate) shall be similarly eligible for awards for meritorious suggestions made while in the service of the Agency.

4. For a recipient to qualify for an award for meritorious suggestion, such suggestion must be adopted for use in the Agency as a condition precedent to the making of an award.

5. In order to qualify for an award, as stated above, the meritorious suggestion must have been adopted by C.I.A. and must have resulted or will result, in the judgment of the Committee in improvement or economy in the operations of the Agency by way of (a) monetary savings, (b) increased efficiency, (c) conservation of property, (d) improved employee-working conditions, (e) better service to the public, (f) others.

6. When the Committee has decided that a suggestion is meritorious and is adopted solely or primarily because it will result or has resulted in the saving of money, the amount of the award shall be based on the amount of the annual estimated saving in the first year of operation, in accordance with the table listed in this paragraph, unless for special reasons the Director shall determine, subject to the limitations in Public Law 600, that a different amount is justified. In view of the fact that the Director shall determine whether a different amount is justified, the recommendation of the Committee in connection with

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meritorious suggestions adopted solely or primarily because they will result or have resulted in the saving of money is advisory only and must be approved by the Director. The table of awards in this connection as set forth in the Executive Order (unless for special reasons the Director shall determine that a different amount is justified) is as follows:

| <u>SAVINGS</u> | <u>AWARDS</u> |
|-----------------------------|---|
| \$1 -- \$1,000 ----- | \$10 for each \$200 of savings with a minimum of \$10 for any adopted suggestion. |
| \$1,000 -- \$10,000 ----- | \$50 for the first \$1,000 of savings, and \$25 for each additional \$1,000 of savings. |
| \$10,000 -- \$100,000 ----- | \$275 for the first \$10,000 of savings, and \$50 for each additional \$10,000 of savings. |
| \$100,000 or more ----- | \$725 for the first \$100,000 of savings, and \$100 for each additional \$100,000 of savings; provided that (with the exception of the War and Navy Departments) the maximum award for any one suggestion shall not exceed \$1,000. |

7. When a suggestion is adopted primarily on the basis of improvement in the operations or services of the Agency, the Committee, as the Director's duly authorized authority in such matters, shall determine the amount of the award commensurate with the benefits anticipated from the suggestion. The maximum award for any one suggestion shall not exceed \$1,000.

8. The amount of any one award shall not exceed \$1,000 in any case and the total of cash awards paid during any fiscal year by the Agency shall not exceed \$25,000.

9. The Committee may advise the Director of its recommendation for the purchase and award of appropriate certificates, medals or other emblems in honorary recognition of service of an exceptional or meritorious nature; however, the final determination must be that of the Director.

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10. The Committee may not make an award for any suggestion which is not adopted within a period of years, to be decided upon, after the receipt of the suggestion by the Agency. Under no condition may the Committee make an award for a suggestion which is adopted more than five years after its receipt by the Agency.

11. The Committee may not make any award for a suggestion which represents a part of the normal requirements of the duties of the position of the applicant.

12. An award approved by the Committee shall be in addition to the regular compensation of the recipient.

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